

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



September 2, 1999

ALL-COUNTY LETTER NO. 99-60

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS AND ALL COUNTY WELFARE-TO-WORK COORDINATORS

SUBJECT: CalWORKs WELFARE TO WORK MONTHLY ACTIVITY REPORT – TWO-PARENT SEPARATE STATE PROGRAM (WTW 25A) AND CalWORKs WELFARE TO WORK MONTHLY ACTIVITY REPORT – ALL (OTHER) FAMILIES (WTW 25)

REFERENCE: ACL 99-24, DATED APRIL 14, 1999, CalWORKs WELFARE TO WORK MONTHLY ACTIVITY REPORT (WTW 25)

ACL 99-54, DATED AUGUST 12, 1999, SEPARATE STATE PROGRAM FOR TWO-PARENT FAMILIES

This letter is to provide counties with reporting instructions and revised forms to collect information on the new Two-Parent Separate State Program.

ACL 99-24 released the current WTW 25 form to report welfare-to-work activity information on **all** CalWORKs participants. This form was effective with the July 1999 report month and should continue to be used for the months of July, August, and September 1999.

This letter forwards two new report forms that are to be implemented with the October 1999 report month. The new CalWORKs Welfare To Work Monthly Activity Report - Two-Parent Separate State Program (WTW 25A) will collect information on the welfare-to-work activities of participants in the Separate State Program. The revised CalWORKs Welfare to Work Monthly Activity Report - All (Other) Families (WTW 25) will collect information on welfare-to-work activities for participants **other than** those in the Two-Parent Separate State Program.

Please refer to ACL 99-54 for more details regarding revised aid codes and definitions for the CalWORKs program.

Enclosed are the camera-ready copies of the forms and instructions for the revised WTW 25 and the new WTW 25A. The implementation date for both forms is October 1999. Both reports are due by the 20th calendar day of the month following the report month. Therefore, the first reports are due by November 20, 1999. Please fax or mail the reports to:

California Department of Social Services
Data Operations Branch, Reports Unit, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
Fax: (916) 322-9254

If you have any questions regarding completion of the WTW 25 and the WTW 25A, please contact Nguyet Nguyen, Reports Unit of the Data Operations Branch, at (916) 445-6921. Program related questions should be directed to Mr. Ray Christensen, Employment Bureau, at (916) 654-1426.

Sincerely,

***Original Document Signed By
WERNER SCHINK on 9/2/99***

WERNER SCHINK
Acting Deputy Director
Program Planning and Performance Division

Enclosures

c: CWDA

CalWORKs **WELFARE TO WORK** **MONTHLY ACTIVITY REPORT** **TWO-PARENT SEPARATE STATE PROGRAM**

Send one copy to:

California Department of Social Services
 Data Operations Branch,
 Reports Unit, MS 19-81
 P. O. Box 944243
 Sacramento, CA 94244-2430
FAX: (916) 322-9254

COUNTY	COUNTY NUMBER	REPORT MONTH/YEAR
PART A. ENROLLMENT DATA		DURING REPORT MONTH
	I. TWO PARENTS	II. REFERRED
1. Enrollees	1	
2. Exemptions	2	
3. Removed from the Assistance Unit	3	
a. WTW sanctions	4	
b. Terminations due to time limits	5	
4. Entered employment	6	
5. Terminations due to employment	6	
PART B. ACTIVITIES		
6. Appraisal	7	
7. Assessment	8	
8. Reappraisal	9	
9. Job search & job readiness assistance	10	
10. Unsubsidized employment	11	
11. Self-employment	12	
12. Subsidized private sector employment	13	
13. Subsidized public sector employment	14	
14. On-the-job training (OJT)	15	
15. Grant-based on-the-job training (OJT)	16	
16. Work-study	17	
17. Supported work or transitional employment	18	
18. Work experience	19	
19. Community service	20	
20. Job skills training directly related to employment	21	
21. Vocational education training	22	
22. Education directly related to employment	23	
23. Adult basic education	24	
24. Satisfactory progress in a secondary school	25	
25. Other activities	26	
26. Providing childcare to community services participants	27	
27. Mental health services	28	29
28. Substance abuse services	30	31
29. Domestic abuse services	32	33
a. Granted waiver of program rules (subset of 29)	34	
30. Number of individuals 6-29 (Unduplicated)	35	
a. Self-initiated programs (SIPs) (Unduplicated subset of 30)	36	
PART C. NONPARTICIPATION STATUS		
31. Noncompliance	37	
32. Good cause for not participating in WTW	38	
PART D. SUPPORTIVE SERVICES		
33. Transportation	39	
34. Ancillary services	40	
PART E. POST-EMPLOYMENT/JOB-RETENTION SERVICES		
35. Post-employment/Job-retention services	41	
CONTACT PERSON	TELEPHONE NUMBER	DATE

**CalWORKs WELFARE TO WORK
MONTHLY ACTIVITY REPORT
FOR TWO-PARENT SEPARATE STATE PROGRAM
WTW 25A FORM**

GENERAL INFORMATION

The purpose of this report is to provide the state with information needed for budgeting, staffing, program planning and other administrative responsibilities related to the Two-Parent Separate State Program (SSP). This report is due on or before the 20th calendar day of the month following the report month. When data is unavailable, or has not been reconciled, transmit a report by the due date containing all the available information and indicate when the department can expect to receive the final report. Missing data should be sent as soon as possible and the top of the report form should be labeled revised. Send reports to:

California Department of Social Services
Data Operations Branch, Reports Unit, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 322-9254

DEFINITIONS AND INSTRUCTIONS

General Instructions

Effective October 1, 1999, two-parent families will be placed in a separate state program. The state requires information specific to the Two-Parent Separate State Program. Therefore, the data elements on this WTW 25A mirror those on the WTW 25 which collects data on other welfare-to-work participants.

There is no change to the welfare-to-work or work participation requirements for the Two-Parent Separate State Program.

Two-Parent Family

This form captures the count of individuals in two-parent families under the separate state program.

Two-parent families are assistance units (AUs) that include two, aided nondisabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are aided minors and neither is the head-of-household. For purposes of this definition:

- The disability determination for a parent is based on the definition of incapacity in Manual of Policies and Procedures (MPP) Section 41-430.
- A minor parent is not considered a head-of-household when aided as a child.

All cases that meet this specific Two-Parent AU definition should be identified and assigned aid code "35" (or the specialty aid codes 3M or 3U for legal immigrant) for the new separate state program.

To ease case management and to ensure accuracy of Two-Parent Separate State Program reporting, parent(s) in this two-parent caseload who are sanctioned for failure to comply with CalWORKs requirements will remain coded as a Two-Parent AU and will NOT be transferred at anytime, including the first three months of sanction, to either the Zero Parent (child-only) AU or the All (Other) Families AU caseload.

In Part B, C, and D: Count individuals who received cash aid or who were eligible for cash aid (e.g., individuals in a zero basic grant status) in the report month.

In Part E: Count individuals who were **terminated prior to the report month** (who did not receive cash aid in the report month) but who received post-employment services in the report month.

Line Item Instructions

If there is nothing to report on a line item or cell column, please enter a zero (0) in the applicable line(s) and/or cell(s) of the reporting document. Do not leave a cell blank.

PART A. ENROLLMENT DATA

Definitions

Enrollment occurs when the county sends an individual a notice that he or she is scheduled for a WTW appraisal (MPP Section 42-702.3).

Enrollee is an individual who has been enrolled or has been sent a notice that he or she is scheduled for a WTW appraisal. Count individuals who received cash aid or who were eligible for cash aid (e.g., individuals in a zero basic grant status) in the report month. An enrollee is defined as either (1) required to participate, or (2) willing to participate.

Exempt means that a CalWORKs adult applicant or recipient is not required to participate (MPP Section 42-701.2(e)(2)).

WTW sanction occurs when the individual is not aided during the report month for a failure to comply with WTW program requirements without good cause and for whom compliance efforts have failed (MPP Section 42-721.41).

Termination is removal from cash aid for any reason.

Termination due to time limits is termination from cash aid due to a time limit requirement.

Employment means work that is compensated at least at applicable state or federal minimum wage. If neither wage rate applies, the work must be compensated in an amount equivalent to the lesser of the two (MPP Section 42-701.2(e)(1)). All of the employment components below must meet the core definition.

Entered employment is those individuals who began unsubsidized employment during the report month at the applicable state or federal minimum wage.

Termination due to employment is termination from cash aid due to earnings from employment.

Instructions

1. Enrollees: Enter the total number of individuals who were enrolled, at any time, during the report month. This is not a count of all enrollees in the program. This counts only those who enrolled in the month you are reporting.
2. Exemptions: Enter the total number of individuals who were exempt during the report month.
3. Removed from the Assistance Unit: Do not make an entry here. This is a heading for 3.a. and 3.b.
 3. a. WTW sanctions: Enter the total number of individuals who were not aided during the report month due to a WTW sanction.
 3. b. Terminations due to time limits: Enter the total number of individuals whose cash aid was terminated due to the expiration of time limits during the report month.

4. Entered employment: Enter the total number of individuals who began unsubsidized employment during the report month, whether or not they remained on aid.
5. Terminations due to employment: Enter the total number of individuals terminated from cash aid during the report month due to earnings from employment.

PART B. ACTIVITIES

Definitions

Appraisal is a required activity in which the CWD informs the individual of the requirement to participate in available WTW activities and of available supportive services (MPP Section 42-711.522). During the appraisal, the individual must provide information about his or her employment history and skills, need for supportive services, and any other relevant information the CWD requires in order to assign WTW activities appropriately (MPP Section 42-711.523).

Assessment is a process in which an individual must work with the CWD to develop and agree on a WTW plan, based on the individual's skills and needs. The plan must specify the activities to which the individual will be assigned and the supportive services to be provided (MPP Section 42-711.553).

Reappraisal is an evaluation to determine what activities individuals must engage in if they are still unemployed after completing all activities in their WTW plan (MPP Section 42-711.71).

Job search & job readiness assistance means the individual is assigned to either Job search, a WTW activity in which the individual's principal activity is to seek employment (MPP Section 42-701.2(j)(3)) or Job readiness assistance, a WTW activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency (MPP Section 42-701.2(j)(2)).

Unsubsidized employment is all employment that is not subsidized.

Self-employment is defined by the county, but must include the elements of employment, as defined above.

NOTE: CalWORKs recipients who are in unsubsidized employment or self-employed for sufficient hours to meet the minimum work participation requirements and choose not to go to assessment, pursuant to Section 42-711.552, shall be treated as CalWORKs unsubsidized employment or self employment participants in the CalWORKs WTW program for reporting and sanctioning purposes.

Subsidized employment is employment in which the WTW individual's employer is partially or wholly reimbursed for wages and/or training costs (MPP Section 42-701.2(s)(2)).

Subsidized private sector employment is subsidized employment for a private employer.

Subsidized public sector employment is subsidized employment in government.

On-the-job training (OJT) is defined by the county.

Grant-based on-the-job training (OJT) is a WTW activity that is performed in the public or private sector in which the recipient's cash grant, or a portion thereof, or the aid grant savings resulting from employment, is diverted to the employer as a wage subsidy to partially or wholly offset the payment of wages to the individual. Grant-based OJT may include community services positions (MPP Section 42-701.2(g)(2)).

Work-study is defined by the county.

Supported work or transitional employment is a WTW activity that is a form of grant-based OJT in which the individual's cash grant, or a portion thereof, or the aid grant savings from employment, is diverted to an intermediary service provider to partially or wholly offset the payment (MPP Section 42-701.2(s)(3)).

Work experience is a WTW training activity in the public or private sector, performed under the close supervision of the activity provider, that helps provide basic job skills, enhance existing job skills in a position related to the individual's experience, or provide a needed community service that will lead to unsubsidized employment (MPP Section 42-701.2(w)(1)).

Community service is a WTW training activity that is temporary and transitional, is performed in the public or private nonprofit sector under close supervision of the activity provider, and provides individuals with basic job skills that can lead to employment while meeting a community need (MPP Section 42-701.2(c)(3)).

Job skills training directly related to employment is defined by the county.

Vocational education training is defined by the county.

Education directly related to employment is defined by the county.

Adult basic education is a WTW activity with instruction in reading, writing, arithmetic, high school proficiency, or general educational development certificate instruction, and English-as-a-second-language (MPP Section 42-701.2(a)(1)).

Satisfactory progress in a secondary school is defined by the county. This activity applies to a single teen head of household, to a married teen, and to those 16 or older who have a WTW plan.

Other activities are defined by the county.

Providing childcare to community services participants is defined by the county.

Mental health services are defined by the county (MPP Section 42-711.56).

Substance abuse services are defined by the county (MPP Section 42-711.57).

Domestic abuse services are defined by the county.

Granted waiver of program rules is the number of individuals who are victims of domestic abuse and are granted a waiver of program rules by the county to assist the individual participant in WTW activities.

Self-initiated programs (SIPs) are those activities that meet the requirements of MPP 42-711.54 et seq. All individuals in SIPs should also be counted in their specific WTW activities.

Instructions

FOR ITEMS 6–8, COUNT INDIVIDUALS IN EACH ACTIVITY THEY COMPLETED DURING THE REPORT MONTH.

6. Appraisal: Enter the total number of individuals who completed an appraisal during the report month.
7. Assessment: Enter the total number of individuals who completed an assessment during the report month.
8. Reappraisal: Enter the total number of individuals who completed a reappraisal during the report month.

**FOR ITEMS 9–29, COUNT INDIVIDUALS IN ALL ACTIVITIES
IN WHICH THEY PARTICIPATED DURING THE REPORT MONTH.**

9. Job search & job readiness assistance: Enter the total number of individuals who participated in job search or job readiness assistance during the report month.
10. Unsubsidized employment: Enter the total number of individuals who participated in unsubsidized employment during the report month.
11. Self-employment: Enter the total number of individuals who were self-employed during the report month.
12. Subsidized private sector employment: Enter the total number of individuals who participated in subsidized private sector employment during the report month.
13. Subsidized public sector employment: Enter the total number of individuals who participated in subsidized public sector employment during the report month.
14. On-the-job training (OJT): Enter the total number of individuals who participated in on-the-job training during the report month.
15. Grant-based on-the-job training (OJT): Enter the total number of individuals who participated in grant-based on-the-job training during the report month.
16. Work-study: Enter the total number of individuals who participated in work-study during the report month.
17. Supported work or transitional employment: Enter the total number of individuals who participated in supported or transitional employment during the report month.
18. Work experience: Enter the total number of individuals who participated in work experience during the report month.
19. Community service: Enter the total number of individuals who participated in community service during the report month.
20. Job skills training directly related to employment: Enter the total number of individuals who participated in job skills training directly related to employment during the report month.
21. Vocational education training: Enter the total number of individuals who participated in vocational education training during the report month.
22. Education directly related to employment: Enter the total number of individuals who participated in education directly related to employment during the report month.
23. Adult basic education: Enter the total number of individuals who participated in adult basic education during the report month.
24. Satisfactory progress in a secondary school: Enter the total number of individuals (single teen head of household, married teen, or 16 year old or older who has a WTW plan) who made satisfactory progress in a secondary school during the report month.
25. Other activities: Enter the total number of individuals who participated in other activities during the report month.
26. Providing childcare to community services participants: Enter the total number of individuals who provided childcare to community services individuals during the report month.

27. (I) Mental health services: Enter in Column I the total number of individuals who participated in mental health services during the report month.
(II) Mental health services: Enter in Column II the total number of individuals referred to a county mental health agency for an evaluation during the report month.
28. (I) Substance abuse services: Enter in Column I the total number of individuals who participated in substance abuse services during the report month.
(II) Substance abuse services: Enter in Column II the total number of individuals referred to a county alcohol and drug agency for an evaluation during the report month.
29. (I) Domestic abuse services: Enter in Column I the total number of individuals who participated in domestic abuse services during the report month.
(II) Domestic abuse services: Enter in Column II the total number of individuals referred for domestic abuse services during the report month.
- 29.a. Granted waiver of program rules (subset of 29): Enter the total number of individuals who participated in domestic abuse services during the report month that had been granted a waiver of program rules.
30. Number of individuals 6-29 (Unduplicated): Enter the unduplicated total number of individuals who were counted in activities 6–29 during the report month. This total is not the sum of items 6-29.
- 30.a. Self-initiated programs (SIPs) (Unduplicated subset of 30): Enter the total number of individuals who were in Self-initiated programs during the report month. These individuals should also be counted in their specific WTW activity (e.g., vocational education training).

PART C. NONPARTICIPATION STATUS

Definitions

Noncompliance is any individual who was sent a notice of noncompliance and has not yet returned to participation or has not yet been sanctioned.

Good cause is any individual in good cause status as defined in law or by the county (MPP Section 42-713).

Instructions

31. Noncompliance: Enter the total number of individuals who were sent a notice of noncompliance and have not yet returned to participation or have not yet been sanctioned during the report month.
32. Good cause for not participating in WTW: Enter the total number of individuals who had good cause during the report month.

PART D. SUPPORTIVE SERVICES

Definitions

Transportation is public transportation, CWD provided transportation, use of a private vehicle, parking, and other related transportation expenses (MPP Section 42-750).

Ancillary services are the cost of books, tools, clothing specifically required for the job, fees, and other costs necessary to participate in WTW activities (MPP Section 42-750.113).

Instructions

33. Transportation: Enter the total number of participants who received transportation payments during the report month.
34. Ancillary services: Enter the total number of participants who received ancillary payments during the report month.

PART E. POST-EMPLOYMENT/JOB-RETENTION SERVICES**Definitions**

Post-employment/Job-retention services are services for individuals who exited cash aid due to employment prior to the report month (MPP Section 42-717). This includes supportive services, except for childcare.

Instructions

35. Post-employment/Job-retention services: Enter the total number of individuals (who did not receive cash aid in the report month) who received post-employment/job-retention services during the report month.

WTW 25A INSTRUCTIONS 10/99

CalWORKs

WELFARE TO WORK

MONTHLY ACTIVITY REPORT

ALL (OTHER) FAMILIES

Send one copy to: California Department of Social Services
 Data Operations Branch, Reports Unit, MS 19-81
 P. O. Box 944243
 Sacramento, CA 94244-2430
FAX: (916) 322-9254

COUNTY	COUNTY NUMBER	REPORT MONTH/YEAR		
PART A. ENROLLMENT DATA				
1. Enrollees	1			
2. Exemptions	2			
3. Removed from the Assistance Unit	3			
a. WTW sanctions	4			
b. Terminations due to time limits	5			
4. Entered employment	6			
5. Terminations due to employment	6			
PART B. ACTIVITIES				
6. Appraisal	7			
7. Assessment	8			
8. Reappraisal	9			
9. Job search & job readiness assistance	10			
10. Unsubsidized employment	11			
11. Self-employment	12			
12. Subsidized private sector employment	13			
13. Subsidized public sector employment	14			
14. On-the-job training (OJT)	15			
15. Grant-based on-the-job training (OJT)	16			
16. Work-study	17			
17. Supported work or transitional employment	18			
18. Work experience	19			
19. Community service	20			
20. Job skills training directly related to employment	21			
21. Vocational education training	22			
22. Education directly related to employment	23			
23. Adult basic education	24			
24. Satisfactory progress in a secondary school	25			
25. Other activities	26			
26. Providing childcare to community services participants	27			
27. Mental health services	28			
28. Substance abuse services	29			
29. Domestic abuse services	30			
a. Granted waiver of program rules (subset of 29)	31			
30. Number of individuals 6-29 (Unduplicated)	32			
a. Self-initiated programs (SIPs) (Unduplicated subset of 30)	33			
PART C. NONPARTICIPATION STATUS				
31. Noncompliance	34			
32. Good cause for not participating in WTW	35			
PART D. SUPPORTIVE SERVICES				
33. Transportation	36			
34. Ancillary services	37			
PART E. POST-EMPLOYMENT/JOB-RETENTION SERVICES				
35. Post-employment/Job-retention services	38			
CONTACT PERSON				
TELEPHONE NUMBER				
DATE				

**CalWORKs WELFARE TO WORK
MONTHLY ACTIVITY REPORT
FOR ALL (OTHER) FAMILIES
WTW 25 FORM**

GENERAL INFORMATION

The purpose of this report is to provide the state with information needed for budgeting, staffing, program planning and other administrative responsibilities. This report is due on or before the 20th calendar day of the month following the report month. When data is unavailable, or has not been reconciled, transmit a report by the due date containing all the available information and indicate when the department can expect to receive the final report. Missing data should be sent as soon as possible and the top of the report form should be labeled revised. Send reports to:

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Data Operations Branch, Reports Unit, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 322-9254

DEFINITIONS AND INSTRUCTIONS

General Instructions

Effective October 1, 1999, this form captures the count of individuals in **All (Other) Families** who received cash aid or who were eligible for cash aid (e.g., individuals in a zero basic grant status) in the report month. **Note: Data on two-parent families are not to be included.** This information is captured in the WTW 25A.

All (Other) Families assistance units (AUs) are those that have not been identified as a Two-Parent AU and should be assigned Aid code **“30”** (or the specialty Aid codes 3L or 3E for legal immigrants, or 3P for AUs exempt from the grant reductions). Volunteer or other Welfare-to-work participants (Aid code 33, zero parent families, or the specialty codes 3G or 3H for legal immigrants or 3R for AUs exempt from the grant reductions) should also be counted on this WTW 25.

To ease case management and to ensure accuracy of reporting, participants who are sanctioned for failure to comply with CalWORKs work requirements will remain coded as an All (Other) Families AU and will NOT be transferred at anytime, including the first three months of sanction, to the Zero Parent (child-only) AU.

In Part E: Count individuals who were **terminated prior to the report month** (who did not receive cash aid in the report month) but who received post-employment services in the report month.

Line Item Instructions

If there is nothing to report on a line item or cell column, please enter a zero (0) in the applicable line(s) and/or cell(s) of the reporting document. Do not leave a cell blank.

PART A. ENROLLMENT DATA

Definitions

Enrollment occurs when the county sends an individual a notice that he or she is scheduled for a WTW appraisal (MPP Section 42-702.3).

Enrollee is an individual who has been enrolled or has been sent a notice that he or she was scheduled for a WTW appraisal. Count individuals who received cash aid or who were eligible for cash aid (e.g., individuals in a zero basic grant status) in the report month. An enrollee is defined as either (1) required to participate, or (2) willing to participate.

Exempt means that a CalWORKs adult applicants or recipient is not required to participate (MPP Section 42-701.2(e)(2)).

WTW sanction occurs when the individual is not aided during the report month for a failure to comply with WTW program requirements without good cause and for whom compliance efforts have failed (MPP Section 42-721.41).

Termination is removal from cash aid for any reason.

Termination due to time limits is termination from cash aid due to a time limit requirement.

Employment means work that is compensated at least at applicable state or federal minimum wage. If neither wage rate applies, the work must be compensated in an amount equivalent to the lesser of the two (MPP Section 42-701.2(e)(1)). All of the employment components below must meet the core definition.

Entered employment is those individuals who began unsubsidized employment during the report month at the applicable state or federal minimum wage.

Termination due to employment is termination from cash aid due to earnings from employment.

Instructions

1. Enrollees: Enter the total number of individuals who were newly enrolled, at any time, during the report month. This is not a count of all enrollees in the program. This counts only those who enrolled in the month you are reporting.
2. Exemptions: Enter the total number of individuals who were exempt during the report month.
3. Removed from the Assistance Unit: Do not make an entry here. This is a heading for 3.a. and 3.b.
3. a. WTW sanctions: Enter the total number of individuals who were not aided during the report month due to a WTW sanction.
3. b. Terminations due to time limits: Enter the total number of individuals whose cash aid was terminated due to the expiration of time limits during the report month.
4. Entered employment: Enter the total number of individuals who began unsubsidized employment during the report month, whether or not they remained on aid.
5. Terminations due to employment: Enter the total number of individuals terminated from cash aid during the report month due to earnings from employment.

PART B. ACTIVITIES

Definitions

Appraisal is a required activity in which the CWD informs the individual of the requirement to participate in available WTW activities and of available supportive services (MPP Section 42-711.522). During the appraisal, the individual must provide information about his or her employment history and skills, need for supportive services, and any other relevant information the CWD requires in order to assign WTW activities appropriately (MPP Section 42-711.523).

Assessment is a process in which an individual must work with the CWD to develop and agree on a WTW plan, based on the individual's skills and needs. The plan must specify the activities to which the individual will be assigned and the supportive services to be provided (MPP Section 42-711.553).

Reappraisal is an evaluation to determine what activities individuals must engage in if they are still unemployed after completing all activities in their WTW plan (MPP Section 42-711.71).

Job search & job readiness assistance means the individual is assigned to either Job search, a WTW activity in which the individual's principal activity is to seek employment (MPP Section 42-701.2(j)(3)) or Job readiness assistance, a WTW activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency (MPP Section 42-701.2(j)(2)).

Unsubsidized employment is all employment that is not subsidized.

Self-employment is defined by the county, but must include the elements of employment, as defined above.

NOTE: CalWORKs recipients who are in unsubsidized employment or self-employed for sufficient hours to meet the minimum work participation requirements and choose not to go to assessment, pursuant to Section 42-711.552, shall be treated as CalWORKs unsubsidized employment or self employment participants in the CalWORKs WTW program for reporting and sanctioning purposes.

Subsidized employment is employment in which the WTW individual's employer is partially or wholly reimbursed for wages and/or training costs (MPP Section 42-701.2(s)(2)).

Subsidized private sector employment is subsidized employment for a private employer.

Subsidized public sector employment is subsidized employment in government.

On-the-job training (OJT) is defined by the county.

Grant-based on-the-job training (OJT) is a WTW activity that is performed in the public or private sector in which the recipient's cash grant, or a portion thereof, or the aid grant savings resulting from employment, is diverted to the employer as a wage subsidy to partially or wholly offset the payment of wages to the individual. Grant-based OJT may include community services positions (MPP Section 42-701.2(g)(2)).

Work-study is defined by the county.

Supported work or transitional employment is a WTW activity that is a form of grant-based OJT in which the individual's cash grant, or a portion thereof, or the aid grant savings from employment, is diverted to an intermediary service provider to partially or wholly offset the payment (MPP Section 42-701.2(s)(3)).

Work experience is a WTW training activity in the public or private sector, performed under the close supervision of the activity provider, that helps provide basic job skills, enhance existing job skills in a position related to the individual's experience, or provide a needed community service that will lead to unsubsidized employment (MPP Section 42-701.2(w)(1)).

Community service is a WTW training activity that is temporary and transitional, is performed in the public or private nonprofit sector under close supervision of the activity provider, and provides individuals with basic job skills that can lead to employment while meeting a community need (MPP Section 42-701.2(c)(3)).

Job skills training directly related to employment is defined by the county.

Vocational education training is defined by the county.

Education directly related to employment is defined by the county.

Adult basic education is a WTW activity with instruction in reading, writing, arithmetic, high school proficiency, or general educational development certificate instruction, and English-as-a-second-language (MPP Section 42-701.2(a)(1)).

Satisfactory progress in a secondary school is defined by the county. This activity applies to a single teen head of household, to a married teen, and to those 16 or older who have a WTW plan.

Other activities are defined by the county.

Providing childcare to community services participants is defined by the county.

Mental health services are defined by the county (MPP Section 42-711.56).

Substance abuse services are defined by the county (MPP Section 42-711.57).

Domestic abuse services are defined by the county.

Granted waiver of program rules is the number of individuals who are victims of domestic abuse and are granted a waiver of program rules by the county to assist the individual participant in WTW activities.

Self-initiated programs (SIPs) are those activities that meet the requirements of MPP 42-711.54 et seq. All individuals in SIPs should also be counted in their specific WTW activities.

Instructions

FOR ITEMS 6–8, COUNT INDIVIDUALS IN EACH ACTIVITY THEY COMPLETED DURING THE REPORT MONTH.

6. Appraisal: Enter the total number of individuals who completed an appraisal during the report month.
7. Assessment: Enter the total number of individuals who completed an assessment during the report month.
8. Reappraisal: Enter the total number of individuals who completed a reappraisal during the report month.

FOR ITEMS 9–29, COUNT INDIVIDUALS IN ALL ACTIVITIES IN WHICH THEY PARTICIPATED DURING THE REPORT MONTH.

9. Job search & job readiness assistance: Enter the total number of individuals who participated in job search or job readiness assistance during the report month.
10. Unsubsidized employment: Enter the total number of individuals who participated in unsubsidized employment during the report month.
11. Self-employment: Enter the total number of individuals who were self-employed during the report month.
12. Subsidized private sector employment: Enter the total number of individuals who participated in subsidized private sector employment during the report month.
13. Subsidized public sector employment: Enter the total number of individuals who participated in subsidized public sector employment during the report month.

14. On-the-job training (OJT): Enter the total number of individuals who participated in on-the-job training during the report month.
15. Grant-based on-the-job training (OJT): Enter the total number of individuals who participated in grant-based on-the-job training during the report month.
16. Work-study: Enter the total number of individuals who participated in work-study during the report month.
17. Supported work or transitional employment: Enter the total number of individuals who participated in supported or transitional employment during the report month.
18. Work experience: Enter the total number of individuals who participated in work experience during the report month.
19. Community service: Enter the total number of individuals who participated in community service during the report month.
20. Job skills training directly related to employment: Enter the total number of individuals who participated in job skills training directly related to employment during the report month.
21. Vocational education training: Enter the total number of individuals who participated in vocational education training during the report month.
22. Education directly related to employment: Enter the total number of individuals who participated in education directly related to employment during the report month.
23. Adult basic education: Enter the total number of individuals who participated in adult basic education during the report month.
24. Satisfactory progress in a secondary school: Enter the total number of individuals (single teen head of household, married teen, or 16 year old or older who has a WTW plan) who made satisfactory progress in a secondary school during the report month.
25. Other activities: Enter the total number of individuals who participated in other activities during the report month.
26. Providing childcare to community services participants: Enter the total number of individuals who provided childcare to community services individuals during the report month.
27. (I) Mental health services: Enter in Column I the total number of individuals who participated in mental health services during the report month.
(II) Mental health services: Enter in Column II the total number of individuals referred to a county mental health agency for an evaluation during the report month.
28. (I) Substance abuse services: Enter in Column I the total number of individuals who participated in substance abuse services during the report month.
(II) Substance abuse services: Enter in Column II the total number of individuals referred to a county alcohol and drug agency for an evaluation during the report month.
29. (I) Domestic abuse services: Enter in Column I the total number of individuals who participated in domestic abuse services during the report month.
(II) Domestic abuse services: Enter in Column II the total number of individuals referred for domestic abuse services during the report month.

- 29.a. Granted waiver of program rules (subset of 29): Enter the total number of individuals who participated in domestic abuse services during the report month that had been granted a waiver of program rules.
30. Number of individuals 6-29 (Unduplicated): Enter the unduplicated total number of individuals who were counted in activities 6–29 during the report month. This total is not the sum of items 6-29.
- 30.a. Self-initiated programs (SIPs) (Unduplicated subset of 30): Enter the total number of individuals who were in Self-initiated programs during the report month. These individuals should also be counted in their specific WTW activity (e.g., vocational education training).

PART C. NONPARTICIPATION STATUS

Definitions

Noncompliance is any individual who was sent a notice of noncompliance and has not yet returned to participation or has not yet been sanctioned.

Good cause is any individual in good cause status as defined in law or by the county (MPP Section 42-713).

Instructions

31. Noncompliance: Enter the total number of individuals who were sent a notice of noncompliance and have not yet returned to participation or have not yet been sanctioned during the report month.
32. Good cause for not participating in WTW: Enter the total number of individuals who had good cause during the report month.

PART D. SUPPORTIVE SERVICES

Definitions

Transportation is public transportation, CWD provided transportation, use of a private vehicle, parking, and other related transportation expenses (MPP Section 42-750).

Ancillary services are the cost of books, tools, clothing specifically required for the job, fees, and other costs necessary to participate in WTW activities (MPP Section 42-750.113).

Instructions

33. Transportation: Enter the total number of participants who received transportation payments during the report month.
34. Ancillary services: Enter the total number of participants who received ancillary payments during the report month.

PART E. POST-EMPLOYMENT/JOB-RETENTION SERVICES

Definitions

Post-employment/Job-retention services are services for individuals who exited cash aid due to employment prior to the report month (MPP Section 42-717). This includes supportive services, except for childcare.

Instructions

35. Post-employment/Job-retention services: Enter the total number of individuals (who did not receive cash aid in the report month) who received post-employment/job-retention services during the report month.

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